

MicroSoft Imaging

Tips for Using Microsoft Imaging to complete scanned worksheets

This program is available as part of Microsoft Windows 2000 and later. It allows documents to be scanned in and converted to text (Microsoft word document) or as images. *Text readers will not work with images. Any text in an image will be treated as a graphic.

Reasons to convert text to Microsoft Word:

- To use with text reader such as Universal Reader
- To allow cutting and pasting of text

Like most OCR programs, it will not correctly recognize 100% of the text; someone will have to edit the text for errors. The amount of errors depends on the text scanned.

***Reasons to keep as an image:**

- The page has a lot of graphics
- The page arrangement is critical to understanding the content
- Text boxes can be added to fill in the blanks or to add text on to the document
- There are no text errors
- The student does not need the text read to them

Scanning worksheets/documents in.....

- Connect scanner to the computer
- Open Microsoft Imaging
- Click on the picture of the scanner, in the tool bar
- Follow the directions on the screen
- Save the document

Manipulating a image.....

You can also download worksheets/images from the internet and have students add to them. For example maps or diagrams that need to be labeled. The image must be in TIF format. To convert a file...

- Open the picture/image
- Copy the image
- Open new file in "Microsoft Paint" (usually under accessories in the program menu)
- Paste
- Save As
- Change "save as type" to "TIF"
- Close file
- Open in Microsoft Office Document Imaging



Microsoft Office Document Imaging Toolbar

